

NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC INSTRUCTION
NO. 10-5

SECURITY
26 AUGUST 1971

SECURITY IN OFFICE ROUTINE

[REDACTED]

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RESCISSION: NPIC Handbook No. 10-35-1, dated 25 Jan. 1966

1. GENERAL

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a. This instruction establishes policies, procedures and minimum requirements for security in office routine within [REDACTED]. The responsibility for establishing general security regulations governing [REDACTED] lies with the Director of Security, CIA, and the preparation of detailed instructions for the implementation of these regulations is the responsibility of the Chief, Security Branch, NPIC. NPIC Group and Staff Chiefs, and the Office Heads of the various tenant components in [REDACTED] will be responsible for assigning personnel to perform the necessary security checks required by the regulations.

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b. Due to the unique physical construction of [REDACTED] with large working vault areas, the Director of Security, CIA has granted a waiver of the requirement that classified material must be stored in three-way combination safe files within vaulted areas. Certain specially classified materials, however, will still require special storage protection within vaults in spite of the waiver granted. Visual security, which means covering classified material so it cannot be read or identified, must be accomplished in such working vault areas after normal working hours. Accordingly, classified materials are to be put away in desk drawers, closed or draped storage units, or if left on table, desk or counter tops are to be completely covered with drop cloths. GSA char force and other maintenance personnel may be in vaulted areas on a regular or emergency basis after normal closing hours, and even though such personnel are under escort, it is necessary that visual security be in effect to prevent

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downgrading and
declassification

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inadvertent exposure of classified materials to unauthorized individuals. To ensure compliance with this requirement and to improve security generally, all vaults will be inspected nightly by officers of the Security Branch.

25X1 c. The Security Office in Room 1-N-427 [] is manned 24 hours a day. This office is available to all [] personnel for both official and personal assistance as necessary.

2. SECURITY PROCEDURES

25X1 The Office Heads of the various tenant components in [] and all NPIC Group and Staff Chiefs are to establish and maintain a security-check system which is to include the following:

a. Opening Vaulted Areas

(1) Vault doors may be opened between the hours of 0645 and 1615 on normal work days without notification being given to the Security Office. At any other time, before opening a vaulted area, telephonic notification to the Security Office [] is required, with the person opening the vault identifying himself by NPIC badge number and also by name if requested.

(2) If the Chief of a component occupying a vaulted area wishes to limit the number of vault-combination custodians, he may submit to Security Branch the list of employees who are authorized to open a vault. The limitations imposed by the list submitted will be in force until officially replaced by another list. Should the Chief of a component desire not to limit the combination among his employees, he should advise security that all component employees are permitted to open the vault. In any case all employees opening a vault before 0645 and after 1615 are required to identify themselves and a record of the action is kept in the Security Branch.

b. Opened Vaulted Areas

(1) A vault door may be left open when the vault is occupied provided that an employee has been assigned

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specifically to monitor the entrance the entire time the vault door is open. The pass-through door, directly in front of the vault door, shall be kept shut at such times.

(2) Receptionist personnel will be assigned by responsible office heads to work in the area immediately inside the vault entrance. Such personnel will be responsible for monitoring the entrance whenever the vault door is open, and ensuring that any area to be visited has been prepared properly (visual security) to receive non-cleared or non-assigned persons.

c. Closing Vaulted Areas

(1) Whenever a vaulted area is to be secured, regardless of the time of day or night, the alarm switch will be activated by turning it to the night position ("N" on the dial), and the vault door will be closed and locked. The vault custodian will then use the corridor telephone to call the Security Office to ensure that the door alarm has been activated.

25X1 (2) It is NPIC policy that when one person closes and locks a vault door, another person shall make the required double check. If another Center employee is not immediately available at such time, the person locking the vault door may call the Security Duty Officer [] to make the double check. The person locking the vault door should remain by the door until the Security Duty Officer arrives unless he has received instructions to the contrary.

(3) When for any reason the vault is not to be secured by 1715 hours on a normal work day, the Security Office will be informed telephonically of the name and badge number of the individual assigned the responsibility of vault custodian, and the approximate time the vault will be closed and secured.

(4) After normal duty hours, and on weekends and holidays, when a vaulted area may be occupied but there are insufficient personnel to assign an individual

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to work full time by the door to monitor the entrance, the vault door shall be closed and locked, or the electric cypher lock installed on the pass-through door at the vault entrance shall be activated. When the cypher lock is activated the following instructions shall apply:

(a) At any time when a receptionist is not available to monitor the vault door, the pass-through door at the vault entrance may be locked by activating the cypher lock. This is done by pushing in the bolt on the inner side of the pass-through door and then turning such bolt to the "lock" position. Entrance to the vault can then be achieved only by working the electric combination lock or by having someone open the pass-through door from within.

(b) To operate the cypher lock, a four-digit combination must be used on the opening keyboard. When the proper numbers are punched in correct order, an electrical current releases the catch on the door lock. A buzzing sound signals that the door can be opened. The release works for 10 seconds and then relocks. If a wrong combination is punched a 30-second interval must elapse before the lock can again be operated since an interval time delay is built into the mechanism to prevent tampering.

(c) The cypher lock on a pass-through door has the primary purpose of controlling a vault when no one is monitoring the entrance. When it is activated no vault receptionist is required at the door nor is it necessary to lock the steel vault door. The cypher lock is never to be used when no one is in the vault.

(d) Combinations to the cypher lock may be given to the vault occupants and non-occupants who are NPIC employees on a need-to-know basis. Protection of the cypher lock combinations will be handled in the same manner as vault door or safe

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approved three-way combination padlock even within a vaulted area. Such files or cabinets will be specifically designated for this purpose, and approved by the Chief, Security Branch. The custodians of these files or cabinets must be personnel holding the applicable clearances. Under certain special circumstances the Chief, Security Branch may authorize other means for safeguarding such material.

(7) Each individual is responsible for securing his own classified material and work area. The security check officer in each security check zone should inspect all rooms and space within his zone to ensure that proper security has been effected. He will then complete the appropriate Security Inspection Form (#63-Blue) noting the area inspected and certified as being secured. If personnel remain after normal closing time, their names and NPIC badge numbers and the rooms for which they are assuming responsibility must be listed on the inspection form which they will execute when they secure their rooms. The Zone Security Check Officers will submit their blue forms to the Vault Security Duty Officer, who, upon receiving all zone sheets will inspect all steel vault doors to ensure that they are secured. If no personnel remain he will then alarm the vault, secure the vault's entrance door, and telephone the Security Office to ascertain that the alarm has been activated. If personnel remain in the vault after normal closing time and after the regular zone security procedures have been accomplished, the Vault Security Officer will assign responsibility for the final security of the vault to one of the individuals so remaining. The name and badge number of such custodian will be reported by telephone to the Security Office together with the approximate time it is anticipated the vault will be secured. The person who finally alarms and secures the vault will execute Form 121 (pink sheet) and leave it along with the Blue Form 63 at the lobby receptionist as he departs from the building.

(8) NPIC Group and Staff Chiefs and the Office Heads of the various tenant components shall be

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combinations, and they will be changed periodically by the Security Office to enhance security. Combinations will be on file in the Security Office and available on an emergency basis to those who are eligible to have them.

(e) Failure to secure the cypher lock after each use of an unattended door is equivalent to leaving a safe unattended or vault door unlocked and is a security violation.

(f) At the close of business, when the last person leaves the vault and the vault door has been properly secured and alarmed, the cypher lock will be deactivated by turning the bolt of the doorknob on the inner side of the pass-through door to the open or unlocked position.

(g) Each vaulted area will be divided into a workable number of security zones for the purpose of conducting daily security checks. Each security zone should be clearly defined and be assigned a Zone Duty Officer who will report to the Vault Security Officer having overall responsibility for the securing and alarming of the entire vault.

(5) To secure a working area within a vault, each person must store all of his classified materials in such a manner as to accomplish complete visual security. Such materials, including Top Secret and Codeword matter, need not be contained in safe file cabinets (except certain specialized items as noted in subparagraph (6) below), but must be placed in closed containers or covered completely by suitable drapes or drop cloths. Reversing or turning over classified materials on walls or on furniture and equipment tops is not a permissible method of storage, nor is covering such matter with paper or blotters authorized.

(6) Sensitive documents, bearing operational code words and Atomic Energy Commission materials must be kept in bar-locked files or cabinets secured with an

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responsible for assigning Zone Security Check Officers and Vault Security Officers. They shall also prepare individual security plans for their vaulted areas incorporating the foregoing requirements and submit such plans to the Chief, Security Branch, NPIC.

d. Non-vaulted Areas

(1) Safe cabinets equipped with three-way combination locks are required for storage of all regular classified materials in non-vaulted areas. Since all areas behind the building turnstiles are considered to be within a secure area, systems documents and Atomic Energy Commission material may be stored in safe cabinets equipped with three-way combination locks within a non-vaulted area. The security check sheet, Form #108, shall be executed by all personnel who open, close or double check safes for which they have responsibility. It is NPIC policy that when one person closes and locks a safe, another individual shall perform the required double check. If another Center employee is not immediately available at such time, the person locking the safe may call the Night Security Officer [redacted] to make the double check. In no instance will an individual leave the safe unattended until the double check has been accomplished unless he has received instructions to the contrary.

(2) Each individual is responsible for securing his own classified materials and checking his working space. A Security Check Officer, designated by the Chief of the component occupying the open area involved, shall be responsible for security-checking the entire area assigned and for executing Form 63 (blue sheet) and leaving it at the lobby receptionist booth. Personnel remaining after the Security Check Officer has made his inspection will be given an additional copy of Form 63 to be executed when they depart. Chiefs of components occupying open areas shall prepare individual security plans for such areas incorporating the above requirements and, for offices on the sixth floor, also including specialized security requirements for securing open-area offices which contain secure voice telephones.

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Those plans shall be submitted to the Chief, Security Branch, NPIC for approval.

3. INVESTIGATION OF SECURITY VIOLATIONS

a. All violations or indicated breaches of security regulations occurring within [] will be investigated by the NPIC Security Branch. Such investigations normally will be made in conjunction with the area or component security officer concerned.

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b. When official CIA violations are involved, the report of investigation will be submitted to the Director of Security, CIA, with a copy sent concurrently to the Executive Director, NPIC, for remedial action deemed appropriate by him. The Executive Director will apprise the Chief of the component concerned of the findings in the case and the latter, in the exercise of his command function, will take the necessary administrative and disciplinary action warranted.

c. Security violations occurring in (1) open areas; (2) in vaulted areas involving leaving an unlocked vault door unattended during working hours or failing to lock a vault door after hours, and (3) those occurring in vaulted areas where an actual compromise resulted (exposure of classified matter to an unauthorized person) will be made a matter of record in the Agency or departmental files of the individual involved. However, where the violation occurs in a locked, alarmed vault (failure to achieve visual security but no compromise resulted) it may be treated as an internal [] violation and not made a matter of record in the Agency or departmental files of the individual involved. Nevertheless, an internal violation of a particularly flagrant nature (such as Top Secret Codeword maps, displays, etc., left conspicuously on walls) or a repetitive offense on the part of an individual will be made a matter of record in Agency or departmental files.

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4. PENALTIES FOR NON-COMPLIANCE OR VIOLATION

Persons who fail to observe these security regulations and the security policy as set forth in this and other applicable directives will be subject to administrative action as specified by their parent service.



Acting Director

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